

Institute of Certified Professional Managers (ICPM)

DANTES Test Centers' Authorization

The Institute of Certified Professional Managers (ICPM) authorizes military installations with DANTES test centers to administer the Certified Manager examination.

Background

Founded in 1974 by members of the National Management Association, the International Management Council, and management educators, ICPM is governed by a Board of Regents comprised of executives, practitioners, and academicians.

ICPM is a not-for-profit international organization dedicated to raising competency and professionalism in the management field. Through its management certification programs, the Institute sets performance standards for managers within 1100 organizations and companies worldwide. The Institute also conducts research in the areas of management, management education, testing, and certification.

Address

Address

**Institute of Professional Managers
James Madison University
Harrisonburg, VA 22807**

**Phone: (703) 568-3247
Toll Free: 1-800-568-4120**

Description

Certified Manager (CM) Examination Description

The CM exam measures knowledge in 42 competency areas, divided into three distinct tests:

- Personal skills,
- Administrative skills, and
- Interpersonal skills.

Tests are composed of three types of questions:

- Knowledge,
- Analytical, and
- Decision-making.

Each exam consists of 120 multiple-choice questions with a 2-hour time limit. Test questions have one correct answer among five choices. The chart below identifies the Certified Manager exam skill areas and number of questions:

Skill Area	Multiple-Choice Questions	Time Limit
Personal Skills - tests candidates' understanding and application of: <ul style="list-style-type: none">• Management roles,• Ethics,• Social responsibility,• Time management,• Decision making,• Delegation,• Stress management,• Career planning, and• Leadership.	120	120 minutes
Administrative Skills – measures a candidate's understanding of: <ul style="list-style-type: none">• Planning concepts,• Stewardship of resources,• Implementation of plans,• Establishing standards,• Measuring performance, and• Organizational structure and guidelines.	120	120 minutes

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Description, Continued

Certified Manager (CM) Examination Description

The following chart identifies the skill areas of the CM Examination and the allowed time to take the test:

Skill Area	Multiple-Choice Questions	Time Limit
Interpersonal Skills – focuses on the knowledge and application of: <ul style="list-style-type: none">• Leadership principles,• Leadership styles,• Recruitment,• Selection,• Training,• Appraisal,• Motivation,• Organizational change,• Team interaction, and team dynamics	120	120 minutes

How to Obtain an Application

Applications

To obtain an application for the Certified Manager examination, either the applicant or TCO may forward a written request (TCO uses official stationery) to:

**Institute of Certified Professional Managers
James Madison University
Harrisonburg, VA 22807**

**Phone: (703) 568-3247
Toll Free: 1-800-568-4120**

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How to Obtain an Application, Continued

Application Completion

In addition to completing the application form, applicants should ensure that they:

- Provide evidence of qualifying educational achievements.
 - Enclose letters documenting experience from each person named in the application under "Experience" or "References" with the application, or
 - Mail them separately to reach the Institute office within 30 days after submission of the application.
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Supplementary Materials

Attach the following civilian and/or military supplementary material for verification of educational attainment and/or Service training:

- Copies of transcripts or degree, and/or
 - Application for the Evaluation of Educational Experiences During Military Service, DD Form 295, for verification of Service training.
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Program Materials and Assistance

Necessary Materials and Assistance

Contact ICPM directly for materials regarding the certification program. Address questions concerning the examination program in the following areas to ICPM in writing or by telephone to the address on page III-20-3:

- Applicant qualifications
 - Education/training requirements, and
 - Any matter related to the ICPM program.
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Certification Criteria

Eligibility	<p>The Institute uses a point system to determine eligibility that:</p> <ul style="list-style-type: none">• Calculates the applicants' eligibility points and completes the eligibility form to determine their designation level.• Considers the application process as a career audit.• Reviews education, experience, and professional references to determine the applicant's eligibility to sit. See the Application for specific details.
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Pass the Examination	<p>In addition to meeting the certification criteria, applicants must pass all parts of the Certified Manager examination.</p>
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Certification Fees

Certification Fees	<p>The chart below identifies the fees for the ICPM certification program:</p>
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ICPM Area	Fee
Application Fee (nonrefundable)	\$50
Examination Fees	
• Part I	\$75
• Part II	\$75
• Part III	\$75
Examination fees total \$225. APPLICANTS MUST TAKE AND PASS ALL THREE PARTS TO BE CERTIFIED.	

Billing	<p>Upon acceptance and approval of the application, ICPM will:</p> <ul style="list-style-type: none">• Notify the applicant, and• Send a bill for the test part(s) for which the applicant has applied.
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Prior to testing, ICPM will provide TCOs a list of applicants who have remitted the required fees. No other personnel are allowed to sit for the examinations. NO TEST FEES ARE ACCEPTED AT THE TEST CENTERS.

Administration

Military Administration	TCOS MAY ADMINISTER THE ICPM EXAMINATION TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTING MILITARY REGULATIONS PROVIDE OTHERWISE.
TCOs Review Applications	TCOs should review the application forms supplied by ICPM before forwarding them to ICPM for examination orders.
Civilian Administration	<p>DANTES test centers may administer the Certified Manager examination on an UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS according to local command policy and Service regulations to:</p> <ul style="list-style-type: none">• Retired military personnel• Military family members• Veterans, and• U.S. Federal employees.
Overseas Administration	TCOs overseas or with a deployed ship or squadron may select <u>a date</u> within the 10-day specified testing dates to administer <u>all</u> examinations to those scheduled to test.
Concurrent Administration	Applicants sitting for a DANTES administration of the Certified Manager examination may not sit for the concurrent civilian administration.

Scoring

Scoring Forward completed examinations and all examination materials in the manner prescribed in Part I of this *Handbook* to:

ICPM
Attn: Lynn S. Powell
James Madison University
Harrisonburg, VA 22807

ICPM provides preaddressed, postage-paid envelopes for returning test materials.

Examination Results ICPM notifies examinees directly of pass/fail and qualifications for certification. TCOs are notified that scores have been provided to examinees.

Refunds

Refunds ICPM will not refund any application fees.

Individuals may elect to defer sitting for the ICPM examination provided they give written notice at least 1 month prior to the scheduled test date.

Certificate Maintenance

Certification Maintenance Certification maintenance is required every 5 years through evidence of completion of 50 hours of additional training during the 5-year period.

Renewal Seal The Institute provides a renewal seal for each 5-year period when satisfactory documentation is acknowledged.

Problems

Problems	If information pertaining to the examination is not received in a timely manner, please contact ICPM.
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Security

Test Loss or Compromise	Refer to Part I of the <i>DANTES Examination Program Handbook (DEPH)</i> for complete instructions if there is an ICPM test loss or compromise.
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Contact DANTES immediately and refer to specific Service regulations for complete procedures. DANTES address is:

DANTES	Phone: (850) 452-1360
Code 20F	DSN: 922-1360
6490 Saufley Field Road	Fax: (850) 452-1161
Pensacola, FL 32509-5243	

Web Pages and E-mail Addresses

DANTES Web Address	Access the DANTES Web pages at: http://www.dantes.doded.mil
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ICPM Web Address	Access the ICPM web page at http://cob.jmu.edu/icpm .
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DANTES E-mail Address	The DANTES Certification Program E-mail address is certprog@voled.doded.mil .
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